

**DEPARTMENT FOR BEHAVIORAL HEALTH, DEVELOPMENTAL AND  
INTELLECTUAL DISABILITIES**

**Division of Developmental and Intellectual Disabilities (DDID)**

**SCL Screening and Training Requirements**

**Requirements for all newly hired staff and volunteers:**

- Negative TB risk assessment (or test if applicable) completed in the past 12 months and received within 7 days of the date of hire or date of volunteer services;
- A criminal records check from the Kentucky Administrative Office of the Courts (AOC) completed prior to employment;
- A central registry check completed within 30 days of the date of hire; and
- A nurse aide abuse registry check completed prior to employment.
- Orientation to the agency.

**Training requirements for all staff:**

**Level I:** Shadow another staff or family member/guardian/caregiver (at least 18 years old)

**Level II:** Independent functioning without ability to administer medications.

Must have following training prior to working alone: **Phase I training**

- First Aid (excluding licensed or registered nurses)
- CPR
- Crisis Prevention and Management
- CDS Course – Maltreatment of Vulnerable Adults and Children
- CDS Course – Individual Rights and Choice
- Individualized instruction of the needs of the SCL recipient to whom the staff provides support

**Level III:** Independent functioning with ability to administer medication.

Must have the following training prior to working alone: **Phase I training**

- Medication administration training per cabinet-approved curriculum
- Medications and seizures
- First Aid (excluding licensed or registered nurses)
- CPR
- Crisis Prevention and Management
- CDS Course – Maltreatment of Vulnerable Adults and Children
- CDS Course – Individual Rights and Choice
- Individualized instruction of the needs of the SCL recipient to whom the staff provides support

**Phase II Training**

All employees must complete Phase II training, using the College of Direct Support, no later than 6 months from the date of employment. Topics include:

- Introduction to Developmental Disabilities
- Safety at Home in the Community
- Supporting Healthy Lives
- Teaching People with Developmental Disabilities
- Community Inclusion
- Documentation
- Person Centered Planning
- For Direct Support Professionals (DSP) only: Direct Support Professionalism
- For DSP Supervisors only: Your First Few Weeks and Months as a Supervisor

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**Training requirements for volunteers:**

- Orientation to the agency
- First Aid (excluding licensed or registered nurses)
- CPR
- Individualized instruction of the needs of the SCL recipient to whom the staff provides support

**Case Management Training:**

All newly hired case managers must complete the DDID-approved Case Management training within the first 6 months of the date of hire or as soon as possible following the sixth month of hire if the case manager is unable to complete training within the first 6 months due to the unavailability of the training.

**Agency Trainer Qualifications:**

<b>Phase I Training</b>	<b>Trainer Qualification</b>	<b>Recommended Training Length</b>
CPR/First Aid	As per current SCL Waiver regulation	Per instructor certification
Medication Administration	As per current SCL Waiver regulation – Cabinet approved curriculum	Per instructor certification
Medication and Seizures	As per current SCL Waiver regulation	3 hours
DDID Crisis Prevention and Intervention	<u><i>DDID Crisis Prevention and Intervention</i></u> Attend DDID Crisis Prevention and Intervention Training of Trainers <b>AND</b> have a H.S. Diploma with 2 years ID/DD experience <b>or</b> be qualified as a SCL IDP.	12 hours (2 days)
<b>AND/OR</b> Crisis Management	<u><i>Crisis Management</i></u> Per qualifications of system utilized (MANDT, CPI, SCIP, NVCR, etc.) <i>Note: Crisis Management systems (not Crisis Prevention/De-escalation) to be determined by the agency. Any system teaching restraint should be utilized on an individualized basis, and should be taught as emergency safety procedure and only utilized as a last resort in the event of harm to self or harm to others.</i> <b><i>*If problems with crisis prevention/management are noted on certification review, completion of DDID Crisis Prevention and Intervention Curriculum may be required.</i></b>	Per instructor certification
Maltreatment of Vulnerable Adults and Children	College of Direct Support Module Completed competency checklist required	2 – 3 hours
Individual Rights and Choice	College of Direct Support Module Completed competency checklist required	2 – 3 hours

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<b>Phase II Training Topics</b>	<b>Trainer Qualification</b>
Introduction to Developmental Disabilities	College of Direct Support Module Completed competency checklist required
Safety at Home and in the Community	College of Direct Support Module Completed competency checklist required
Supporting Healthy Lives	College of Direct Support Module Completed competency checklist required
Teaching People with Developmental Disabilities	College of Direct Support Module Completed competency checklist required
Community Inclusion	College of Direct Support Module Completed competency checklist required
Documentation	College of Direct Support Module Completed competency checklist required
Person Centered Planning	College of Direct Support Module Completed competency checklist required
<b>For DSP's only:</b> Direct Support Professionalism	College of Direct Support Module Completed competency checklist required
<b>For DSP Supervisors only:</b> Your First Few Weeks and Months as a Supervisor	College of Direct Support Module Completed competency checklist required